HOW TO APPLY FOR A GRANT

An application is created in response to an open Funding Announcement and is the way an agency applies for a grant from ICJI.

Getting Started in e-Grants

Agencies must be registered in the e-grant system to be eligible to apply for funds. Agencies must also have specific individuals registered in the e-grant system to be assigned as the contact for the application. If you, your agency or the individual who will complete the application has not registered for e-Grants, please review the information at:

http://www.in.gov/cji/files/1Getting Started In Egrants System(1).pdf

A note about Step 1: If your organization will have a different agency managing the fiscal aspects of the grant, both the applicant agency and the fiscal agency will need to register for e-Grants.

A note about Step 3: If you are the individual who will be completing the application and submitting online reporting, be sure to select the following roles: "Program Creator," "Fiscal Creator," and "Submission." If you are the fiscal agency contact, you will need "Fiscal Creator" and "Submission" rights as well as "Program Reader."

When registering for e-Grants, also use the agency's full legal name.

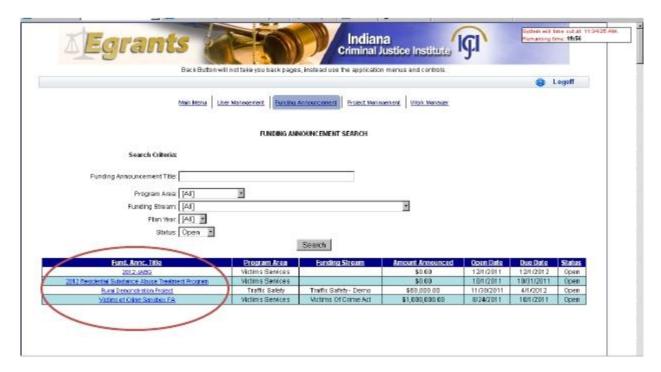
Completing an Application

- 1. Log in to E-grants: https://egrants.cji.in.gov/Base/Login.aspx
- 2. At the home screen, select "Funding Announcement."



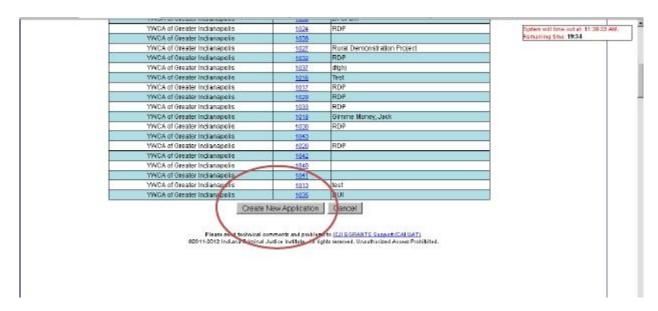
3. Type "%" in the Funding Announcement Title section, then click search. This allows you to search for any open funding announcement in the system.

Click on the funding announcement title you wish to apply for.

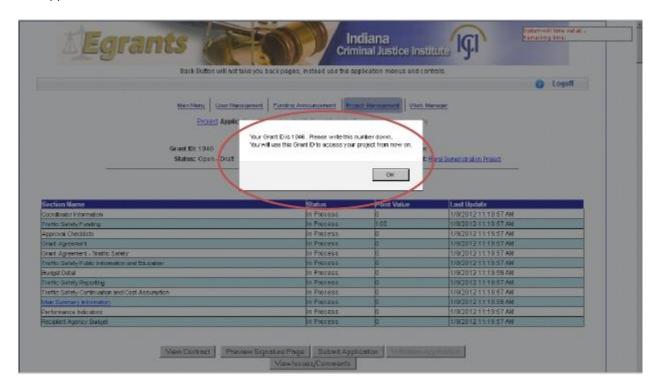


Creating the Application

4. Click 'Create New Application'



5. An assigned 'Grant ID' number will appear on the screen. **KEEP THIS NUMBER FOR YOUR RECORDS!** This will become your new grant number. You will need this number to return to this application.

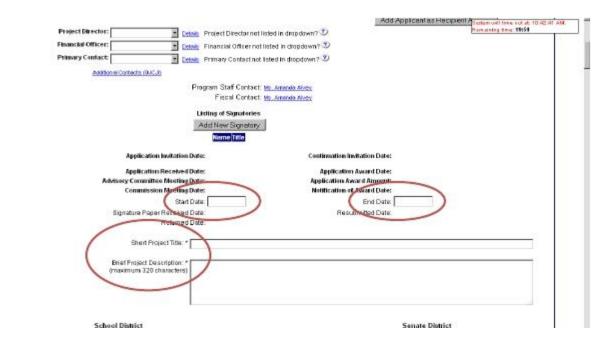


6. The "Application Summary" page will appear. The "Main Summary Information" section must be completed first. Once this section has been completed, the other sections of the application will become available for completion.

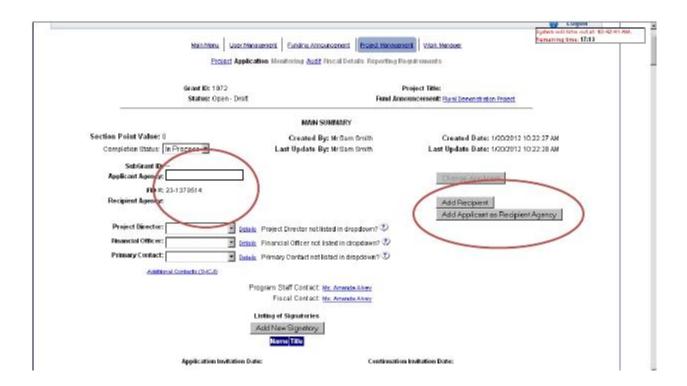


Main Summary Information

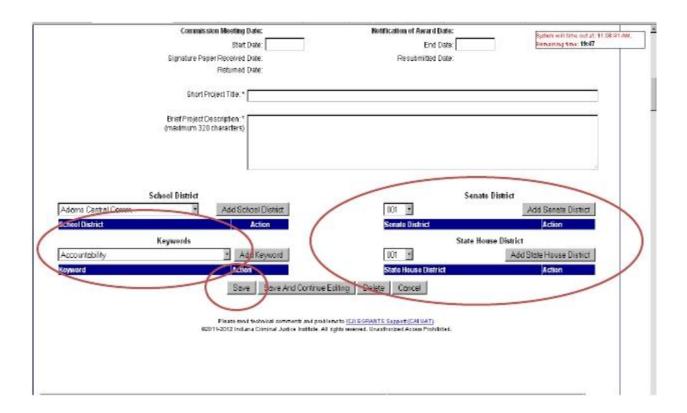
- The first items required are the 'Short Project Title' and 'Brief Project Description.' (These questions are located near the bottom of this page but must be complete first).
 - The short project title can simply be the abbreviation for the project which you are applying for. EX: "Safe Haven" could be written here if you are applying for funds under the Safe Haven Grant.
 - The brief project description will include a short description of the activities you
 will be conducting if awarded the grant. EX: "This grant will support the School Resource Officer
 Program for Hunter County."
- Directly above this section are the 'start' and 'end' dates for the project
 - These dates should include the timeframe in which the planned activities will take place. This grant operates on the School Year, therefore the start date is August 1, 2012 and the end date will be May 31, 2013. Month, date and year are required. EX: 08/01/2012-05/31/2013.



- Complete the 'Recipient Agency' –agency receiving the money (aka Fiscal Agency)
 - o If the Recipient Agency is the same as the Applicant Agency (agency completing the application), you can click the "Add Applicant as Recipient Agency" button.
- Assign a 'Project Director', 'Financial Officer' and 'Primary Contact' for the project.
 - The Project Director and Primary Contact can be the same person. In general, this should be your grant coordinator. The Project Director and Financial Officer CANNOT be the same person. Each project requires a minimum of two individuals to be registered into e-Grants.
 - The Financial Officer should be the individual responsible for control and reporting of the funds, such as your Treasurer.



- Near the bottom of the page, select a keyword to identify the priority area of the application. Entering a keyword will enhance future search capabilities.
- Add Senate and State House District. For help in identifying the appropriate district, please visit: http://www.in.gov/legislative/index.htm
 - While this step is not required, it is helpful to have this information, if available.
 If your organization crosses districts, you may either select one or leave this section incomplete.





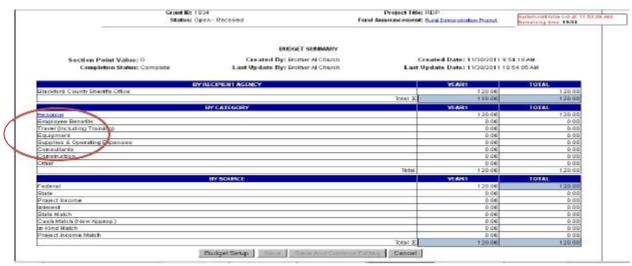
- Once all information has been added to the Main Summary page, change the Completion Status from "In Process" to "Complete."
- Click "Save" at the bottom of the page.
 - o If you need to make changes to the page once you have saved, go back in to the page and change the status back to "In Process" and save.

Once this page has been completed, you will be returned to the Application Summary page to complete the remaining sections. *Available sections will be different than the example listed below.*



You will now be able to complete the remaining sections of the application. Two sections which will appear in every application include the Budget Detail and Performance Indicators.

Budget Detail

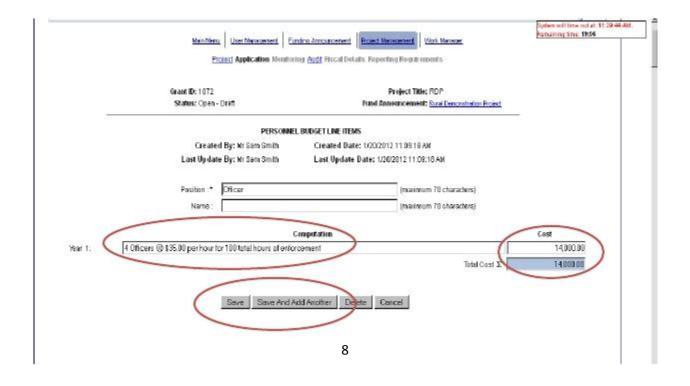


If categories are not listed in blue font, then the application does not permit any funds expended under these categories.

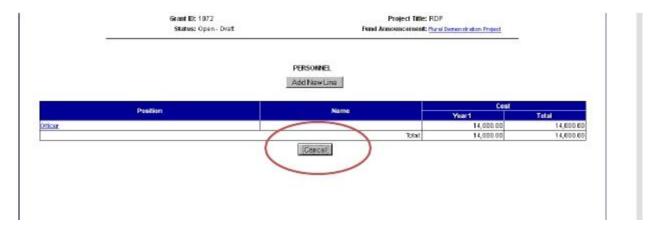
- Each category to complete will appear in blue font. Click on each category and complete the information requested.
 - o Personnel-Identify any individual (by title) to be paid by the funds requested.
 - Click "Add New Line" to add a position to the personnel category.

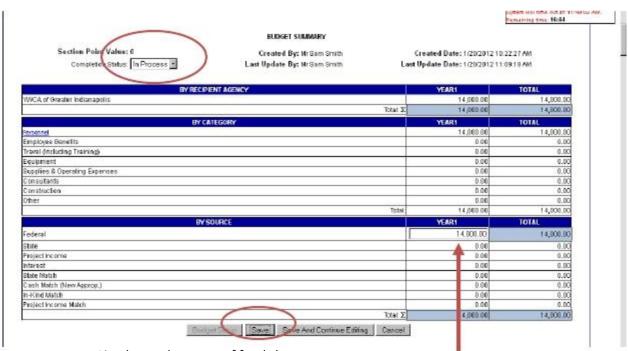


- In the 'Computation' section, you must include the equation for how pay is calculated for each position identified.
- You also have the option to list each individual separately, including their estimated number of hours for the project and rate of pay.



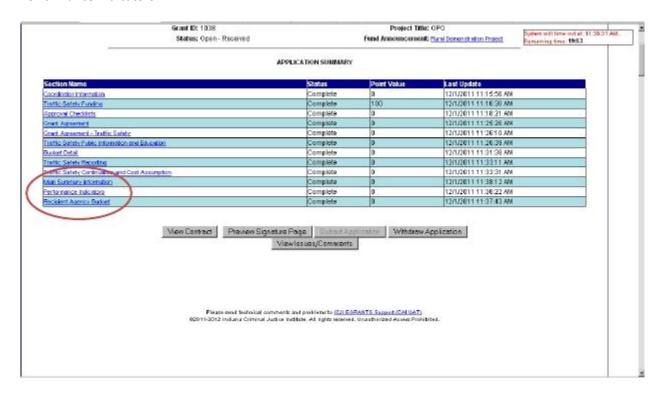
Once you have entered all personnel and clicked "Save" you will be returned to the personnel summary page. If this page is correct, click "Cancel" to return to the Budget Summary page.





- List the total amount of funds by source
 - o This should be the total amount of funds requested across all budget categories
- Once complete, change the status to "Complete" and click "Save."

Performance Indicators



• Click on the 'Performance Indicators' section.

Select New Performance Indicator

Select choose from library

In the Owner tab, select youth services-this will pull up the performance indicators for Safe Haven.

You should be able to find what you need, but if not, please contact your Program Manager.

- Indicators require target estimates (goals) for the project
 - You should begin by looking at previous year's data and setting your goal based on that data.



- For additional information on the indicator, click the green information button
- The hammer icon will display the rules associated with the answer to the indicator
- Targets must be set for each indicator included in this section.
- Once you have entered all targets, change the status of the page to "Complete" and click "Save."

Completing the Application

7. Each section within the application needs to be reviewed to ensure all questions have been answered. Once each section has been completed, change the status from "In Process" to "Complete."



8. Once all sections have been marked as "Complete," the "Preview Signature Page" button will be available. The signature page should be printed, signed and returned to the appropriate Program Staff identified within the funding announcement.



- 9. Once the signature page has been printed and you want to send your complete application to ICJI, click the "Submit Application" button.
- 10. The status of the application will remain as "Open-Draft" until it is submitted to ICJI. The status will then change to "Open-Received" and will no longer be available to be changed. You do have the option to withdraw your application if your agency decides it does not wish to be considered for funding under the funding announcement.



11. Once the application has been submitted, Work Manager generates alerts to the Program and Fiscal contacts at ICJI assigned to the funding announcement.

If your application has been successfully submitted, you will receive a notice in e-grants: "Thank you for submitting your response to the Fund Announcement: (*Name of Grant Applied For*)." ICJI has received your submission and will begin processing. You can check the status of your submission at any time by returning to www.in.gov/cji and opening your project through the "Project Management" search screen."